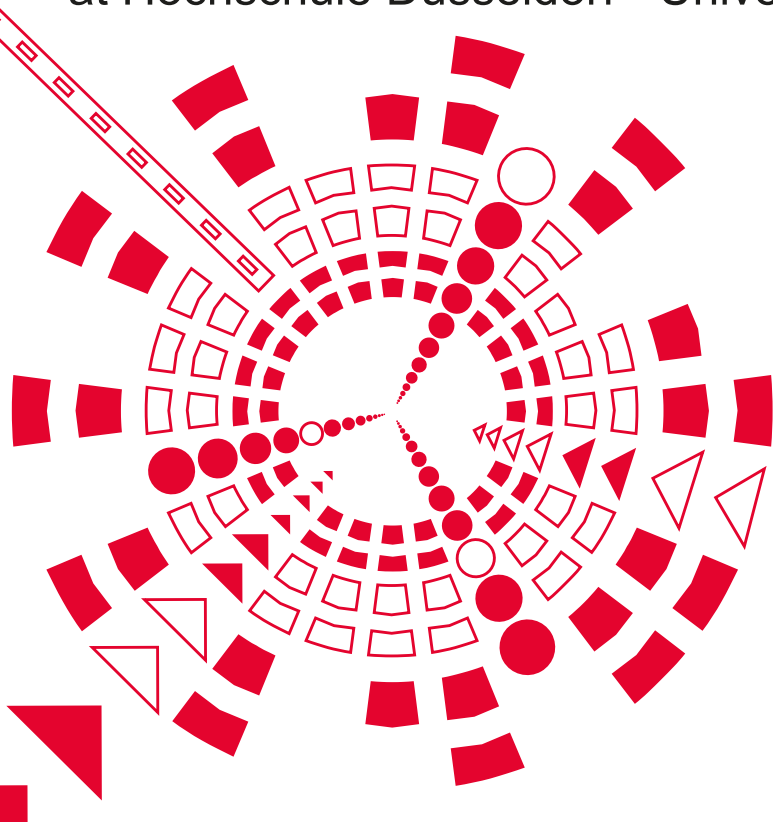


INTERNATIONAL OFFICE

Just arrived – A guide for international degree-seeking students
at Hochschule Düsseldorf - University of Applied Sciences



HSD

Hochschule Düsseldorf
University of Applied Sciences

IO

International Office

CONTACTS AND ADDRESSES

International Office

international-office@hs-duesseldorf.de

www.hs-duesseldorf.de/studium/internationales

Derendorf Campus:

Hochschule Düsseldorf - University of Applied Sciences

Münsterstr. 156

D-40476 Düsseldorf

Emergency services

Police 110

Fire 112

Ambulance 112

Medical surgeries

North-Rhine Association of Statutory

Health Insurance Physicians

(Kassenärztliche Vereinigung Nordrhein)


08 00 - 6 22 44 88

IMPRESSUM

LEGAL NOTICE

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Editor

International Office
Sandra Winter
Department of Student and Academic Affairs
+49 211 4351-8127
international-office@hs-duesseldorf.de

Layout

Zeynep Benim

Translation

Sharon Oranski

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Dear Reader!

We make every effort to ensure that this brochure is continuously up to date. If you nevertheless spot a mistake or would like to suggest additions, please contact us. Your help is much appreciated.

Your International Office Team!

WELCOME TO HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES!

After your arrival, you are bound to have lots of questions about studying at Hochschule Düsseldorf - University of Applied Sciences, but also about life in the City of Düsseldorf and the surrounding area. That's why the International Office has put together this brochure to help you at the start of your studies in your new home town.

In this brochure, you will find information about the formalities you need to deal with in the first days and weeks as well as answers to many questions to do with studying, life in the city and leisure activities. You can also look up the addresses and websites of the most important institutions and contact persons.

The International Office is on hand at all times with advice and assistance. We hope that this brochure will make your first days at Hochschule Düsseldorf - University of Applied Sciences easier and that you will soon feel at home and discover all the leisure opportunities that Düsseldorf has to offer.

We wish you every success in your studies!

Your International Office

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DÜSSELDORF - A CITY WITH MANY FACES

Düsseldorf, the capital city of the State of North Rhine-Westphalia, is a city with many faces: Whether fashion, art and culture, an exciting nightlife or a trip out into the countryside - Düsseldorf has something to offer both young and old alike. There are lots of good reasons for choosing to study in Düsseldorf.

When you think of Düsseldorf, Königsallee, the Old Town, Media Harbour and the Rhine Promenade immediately spring to mind. All around the world-famous Königsallee (the “Kö”), Düsseldorf presents itself as an international fashion hub. Even if the prices on the Kö tend to be unaffordable for students, a spot of window shopping is not to be missed! Prices are lower in the Old Town and around the Schadow shopping arcade. If you can't find what you want there, then the arcade next to Bilk railway station has everything the shopper's heart desires.

As an important location for trade exhibitions, Düsseldorf exudes an intercultural flair. Many business people from abroad visit Düsseldorf, especially at exhibition time. The largest trade fair for water sports and yachts as well as the biggest paper and printing exhibition in the world are staged here. The exhibition grounds are in the north of the city, not far from

Golzheim Campus and close to the airport.

For students from all around the world, Düsseldorf is a contained city where many things can be reached by bike. Thanks to public transport's excellent infrastructure, longer distances can easily be covered by bus, tram or train.

In the re-designed Media Harbour, big names in international architecture have brought together modernity and preservation. There is hustle and bustle here not just during the day but in the evening too, when countless clubs, restaurants and cocktail bars see to a vibrant nightlife.

An obligatory part of any evening remains, however, the Old Town, also known and famous as the “longest bar in the world”. Pubs, bars and clubs - one next to the other - each with something to satisfy every taste in music.

An insider tip is Ratinger Straße where not just tourists party but local people too. Above all Wednesday and Friday evening can be recommended when the weather is nice, as that's when Ratinger Straße gets really full. “Live and let live” is the motto of this metropolis on

the Rhine where people from dozens of nations live together. Whether during the day or in the evening - in Düsseldorf students certainly get their money's worth.

 www.duesseldorf.de

HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

Hochschule Düsseldorf - University of Applied Sciences was founded on the 1st of August 1971 on the basis of a merger of several renowned predecessor institutions, including the State School of Engineering, the Peter Behrens School of Arts, the Technical School of Social Work and the Düsseldorf division of Mönchengladbach Business College.

With around 10.000 students, 180 professors and 120 research associates, Hochschule Düsseldorf - University of Applied Sciences (HSD) is today one of the largest universities in North Rhine-Westphalia. Its broad syllabus - 36 study programmes in seven faculties - is characterized by application-oriented and interdisciplinary teaching. All study programmes follow the two-tier Bachelor/Masters system. In the fields of design, engineering, social affairs and business, which all have an interdisciplinary focus, HSD offers teaching and research interconnected with the cross-sector subjects of media as well as communications and information technology. Areas of specialization which influence the University's portfolio lie in architecture, design, electrical engineering and information technology, mechanical and process engineering, media, social sciences and cultural studies as well as business studies.



The new campus of Hochschule Düsseldorf - University of Applied Sciences. Photograph by Tobias Vollmer

PRIOR TO UNIVERSITY

1 VISA AND FINANCIAL EVIDENCE

If you wish to undertake a Bachelor or Masters study programme at Hochschule Düsseldorf - University of Applied Sciences, you might require a visa. The type of visa depends on your nationality.

- EU nationals or nationals of Iceland, Liechtenstein, Norway or Switzerland require only a valid passport to enter Germany.
- Non-EU nationals from e.g. Australia, Israel, Japan, Canada, New Zealand, South Korea and the USA may enter Germany without a visa. You require a visa if you intend to stay in Germany for longer than 90 days. You can obtain such a visa after your arrival in Germany too.
- Nationals of other countries must apply for a visa before they enter Germany.

Visa regulations are subject to change so please enquire in good time. The Federal Foreign Office issues a list of currently valid visa regulations:

○ www.auswaertiges-amt.de - *Entry and Residence - Visa Regulations*

○ www.auswaertiges-amt.de - *German Missions Abroad (in German only)*

After your arrival in Germany, we recommend that you make an appointment as quickly as possible with the Municipal Immigration Office so that you can apply for your residence permit. From experience, issue of a residence permit can take up to two months. Further information about residence permits can be found under:

○ www.daad.de - *Information for Foreigners - Ten Steps in Germany*

IMPORTANT: Do not under any circumstances enter the country on a tourist visa. A tourist visa cannot be converted later into a visa for study purposes. You will have to return to your home country and apply there for a visa for study purposes. All international students must also produce evidence of sufficient financial resources. This is currently about € 8.000 for one year. Financial evidence can be furnished in various ways, for example proof of your parents' income and assets,

a security in a blocked account, a scholarship, or surety from a friend or acquaintance domiciled in Germany. Detailed information about what types of evidence are accepted can be obtained from the German Embassy in your home country.

International students from EU Member States, Iceland, Liechtenstein, Macedonia, Norway and Switzerland who have registered with the Residents' Registration Office receive written confirmation of their right of residence either immediately at the office itself or by post. Under certain circumstances, you may have to produce financial evidence or proof of health insurance cover. All other international students must apply for a residence permit at the Municipal Immigration Office after arriving in Germany and before their visa expires.

2 CUSTOMS AND IMPORT REGULATIONS

You can bring your normal luggage (e.g. clothes, books, laptop) into Germany without any customs formalities. There are restrictions on quantities and value for gifts, coffee, tobacco products and food. Further information in English and French on import regulations for students can be found under:

 www.zoll.de

3 HEALTH INSURANCE

All students in Germany must have health insurance. For this reason, all international students must produce proof of adequate health insurance when they enrol at Hochschule Düsseldorf - University of Applied Sciences. If you are from an EU Member State or from Liechtenstein, Macedonia, Norway, Iceland or Switzerland, your health insurance from these countries might be accepted.

So that your existing health insurance can be recognized, you need a "European Health Insurance Card" from your health insurer. With this card, you can go to

PRIOR TO UNIVERSITY

any statutory health insurer in Germany who will then issue a certificate confirming that your existing health insurance is valid in Germany. Please bring this certificate with you when you enrol. In Germany, there are statutory and private health insurers. Statutory insurers offer special rates for students. The premium is fixed anew each semester. At present, the premium is € 83 per month. International students admitted to a study programme at HSD who are not from an EU Member State or one of the countries listed above can take out statutory health insurance, for example with the AOK, Barmer or Techniker Krankenkasse. This is provided that the insurance period does not exceed 14 subject-related semesters and ends when the student reaches the age of 30.

AOK (Allgemeine Ortskrankenkasse)
Studenten Service
Kasernenstr. 61
40213 Düsseldorf
+49 211 8225-391

🌐 www.aok.de (in German only)

BARMER GEK

Mecumstr. 10
40223 Düsseldorf
+49 0800 3320 6067-0
+49 0800 3320 6067-1000
duesseldorf@barmer-gek.de

🌐 www.barmer-gek.de

Techniker Krankenkasse (TK-Düsseldorf)

Carl-Theodor-Str. 8
40213 Düsseldorf
+49 211 6709-950

🌐 www.tk-online.de - *Become a member - Students*

There are also many other health insurers. An overview is provided under:

🌐 www.gkv-spitzenverband.de/krankenkassenliste.pdf
(in German only)

Private health insurance from other countries is also sometimes accepted in Germany. Your health insurer in your home country can advise you. In this case, you must apply to a German statutory health insurer for

exemption immediately after your arrival in Germany. Confirmation that you are exempt from health insurance must be presented when you enrol. This exemption from compulsory insurance applies for the entire duration of your stay in Germany and cannot be revoked.

If you are not eligible for statutory health insurance, you must take out cover with a private insurer. Private health insurance premiums depend on a number of factors, such as age and which benefits you require. If you take out private health insurance and need medical treatment, the physician will issue an invoice which you must first pay yourself and is later reimbursed by the insurer.

○ <https://www.care-concept.de>

○ [https://portal.versicherungsdienste.de/
dsw-studenten-kv/info.en.html](https://portal.versicherungsdienste.de/dsw-studenten-kv/info.en.html)

○ www.educare24.com

○ www.provisit.de

There are also many other private health insurers.

4 ACCOMMODATION IN STUDENT HALLS OF RESIDENCE IN DÜSSELDORF

If you are looking for reasonably priced accommodation, you can contact Düsseldorf Student Services (Studierendenwerk Düsseldorf). Düsseldorf Student Services runs 18 housing complexes with about 3000 apartments and also offers cheap accommodation for students at Hochschule Düsseldorf - University of Applied Sciences.

Rents in the halls of residence are on average over a third cheaper than on the free market, i.e. about € 250 - 400 per month, depending on the size of the room. Before the start of your tenancy agreement, you must pay the first month's rent and a deposit equivalent to a further month's rent to the administration department of Düsseldorf Student Services. We would like to point out that the halls of residence do not provide any bedding or bed linen.

You can apply for a room either online or in person. Further information can be found under the following link:

○ www.stw-d.de - Accommodation

PRIOR TO UNIVERSITY

5 ACCOMMODATION ON THE PRIVATE HOUSING MARKET

Finding the right accommodation is not always easy. It is advisable to start looking before you arrive in Düsseldorf. Apart from the halls of residence, a lot of accommodation is available on the free or private housing market. Rents are generally more expensive than in a hall of residence and the rooms are not always furnished.

It definitely makes sense for international students to look for a room in a shared flat or a small apartment themselves, in order to get to know German culture and the German language better. The International Office posts housing offers from other students or newspapers in a Facebook group regularly. Check out Facebook: IO housing platform

You will find useful information about accommodation in Düsseldorf as well as links to adverts for rooms and apartments on the following websites.

- www.wg-gesucht.de
- www.homecompany.de

The following links are available in German only:

- www.studentenwg.de
- www.studentenwohnung.de
- www.immowelt.de
- www.wg-welt.de
- www.wggruendung.de
- www.wgfuerdich.de
- www.e-rent.de
- www.zwischenmiete.de
- www.meine-stadt.de
- www.wohngemeinschaft.de
- www.studis-online.de
- www.immonet.de

- www.wg-zimmer.de
- www.studentenwohnungsbörse.de
- www.immobilienscout24.de
- www.wgcompany.de
- www.zweitwohngagentur.de

TIP: Local newspapers in Düsseldorf as well as the free “Düsseldorfer Stadtanzeiger” and the “Rheinische Post” also have a property section. Checking the noticeboards at the University and in the canteens can also help.

6 ACCOMMODATION FOR THE FIRST DAYS OR A SHORT PERIOD

Should you arrive in Düsseldorf and still not have found accommodation, you can stay first in one of the youth hostels. Depending on the type of accommodation, prices per night in a shared room range between € 15 and € 40. You can also find reasonably priced hotels under:

- www.hrs.de

If you decide in favour of a private room or apartment or a hostel or hotel, please note that finding accommodation on the spot can be quite difficult. As Düsseldorf is a major location for trade exhibitions, accommodation is often booked out well in advance. We recommend that you start looking for accommodation in good time.

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Youth hostel

Düsseldorfer Straße 1, 40545 Düsseldorf-Oberkassel
+49 211 5573-10
www.jugendherberge.de/jh/rheinland/duesseldorf

A&O Hostel

Corneliusstr. 9, 40215 Düsseldorf
+49 211 3399 4480-0
www.aohostels.com/de/duesseldorf

Backpackers Düsseldorf

Fürstenwall 180, 40215 Düsseldorf
+49 211 3020-848
www.backpackers-duesseldorf.de

Furnished accommodation

in Düsseldorf, Ratingen, Neuss and the surrounding area
www.mwz24.de

YMCA (CVJM - Christlicher Verein junger Menschen)

Graf-Adolf-Str. 102, 40210 Düsseldorf-Friedrichstadt
+49 211 1728-50
www.cvjm-duesseldorf.de
info@cvjm-duesseldorf.de

Kolpinghaus Youth Hostel

Blücherstraße 6, 40477 Düsseldorf
+49 211 6170-3500

Service office:

Mon and Thu: 15:00 - 19:30
Tue, Wed, Fri: 09:00 - 12:00
www.kath-gesellenhaus.de

Townhouse Düsseldorf

Bilker Str. 36, 40213 Düsseldorf-Altstadt
+49 211 1312-77
fsh@kath-gesellenhaus.de
www.kath-gesellenhaus.de

Student Hall of Residence of the Protestant Church

Graf-Recke-Str. 209, 40237 Düsseldorf
+49 211 3610-208

Protestant Students' Hall of Residence

Am Schönenkamp 151, 40599 Düsseldorf
+49 211 7412-31
www.esg-duesseldorf.de



"Easter Funfair at Rhine Promenade" by Sha Lu, Communications Design student at HSD, International Office's 2016 photography competition


PRIOR TO UNIVERSITY

7 REGISTERING WITH THE CITY OF DÜSSELDORF

International students must register with the Residents' Registration Office of the City of Düsseldorf within one week of moving in. The office must be notified of any change of address within one week. You need to make an appointment beforehand online or by telephone and take with you the following documents:

- Passport
- A photograph
- Certificate of enrolment from Hochschule Düsseldorf - University of Applied Sciences
- Confirmation from your landlord (tenancy agreement)
- Registration form

Further information is available online under:

 www.duesseldorf.de/einwohnerangelegenheiten/buergerbueros/index.shtml

The address of the main Residents' Registration Office (there are 11) in Düsseldorf is:

Residents' Registration Office (city centre) in the:
Service Centre
Willi-Becker-Allee 7
40200 Düsseldorf
+49 211 8999-681

Office hours:

Mon, Tue:	7:30 to 16:00
Wed, Fri:	7:30 to 13:00
Thu:	7:30 to 18:00

Kindly note that it is easier to get an appointment in one of the Residents' Registration Offices in the outskirts. A list of all Residents' Registration Offices in Düsseldorf can be found under:

 www.duesseldorf.de/einwohnerangelegenheiten/

International students from EU Member States, Iceland, Liechtenstein, Macedonia, Norway and Switzerland who have registered at the Residents' Registration Office receive written confirmation of their right of residence either immediately at the office itself or by post. Under-

certain circumstances, you may have to produce financial evidence or proof of health insurance cover. All other international students must apply for a residence permit after arriving in Germany and before their visa expires.

8 REGISTERING WITH THE MUNICIPAL IMMIGRATION OFFICE

The Municipal Immigration Office is responsible for issuing residence permits. All international students from non-EU countries, Iceland, Liechtenstein, Macedonia, Norway and Switzerland who intend to stay in Germany for longer than three months require a residence permit. To apply for your residence permit, please make an appointment with the Municipal Immigration Office. You can do this online:

 www.duesseldorf.de/auslaenderamt

We recommend that you make an appointment with the Municipal Immigration Office as quickly as possible. From experience, issue of a residence permit can take up to two months. To apply for an electronic residence permit you must pay a € 120 fee and require the following documents:

- Application form (available from the Municipal Immigration Office)
- Certificate of enrolment from Hochschule Düsseldorf - University of Applied Sciences
- Valid passport, with visa if applicable
- Proof of health insurance
- Certificate of registration from the Residents' Registration Office
- 1 biometric passport photograph (35x45mm)
- Financial evidence

Please arrange an appointment online. You can then submit the actual application itself at the:

Residents' Registration Office
Willi-Becker-Allee 7
Municipal Immigration Office
40200 Düsseldorf

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A residence permit is generally valid for one year and must then be renewed again each year.

○ www.duesseldorf.de/de/eng/index.shtml

9 OPENING A BANK ACCOUNT

You need an account at a (savings) bank in Germany so that you can handle by bank transfer the payments you will be required to make, e.g. semester fee, rent, health insurance.

Another advantage is that there is a large number of cashpoints (at least in the cities) from which you can withdraw cash around the clock and free of charge. If you have a side job, you will in any case need a bank account. Bank accounts are generally free of charge for students.

We recommend that you enquire beforehand at the bank of your choice which documents you need to open an account.

In general, however, you will need to produce the following:

- ID card or passport
- Certificate of registration from the City of Düsseldorf
- Student ID card from Hochschule Düsseldorf - University of Applied Sciences.

The team of the International Office is happy to help you here if you wish.

If you do not yet have a bank account but want to make a payment by bank transfer, you can do this with a transfer slip at any bank by paying the money in by cash.

The bank will charge a fee which can vary.

10 PRIOR TO DEPARTURE

Before you leave home for Germany, please check that you are properly prepared.

The following checklist can help:

- Have you got your Letter of Acceptance from Hochschule Düsseldorf - University of Applied Sciences?
- Have you taken care of all travel formalities (valid passport, visa if applicable, etc.)?
- Have you got your financial evidence?
- Do you have adequate health insurance for your stay in Germany or do you need to take out additional overseas health cover?
- Have you sorted out your accommodation?
- Have you paid your semester fee into HSD's account?
- Have you got enough passport photographs?

- Have you got all the important documents and the contact details of the International Office (address, telephone number etc.) in your hand luggage?

- Have you got all your original documents (birth certificate, school-leaving certificate, language certificates etc.) with you?

Other things you shouldn't forget:

- Certificate of vaccination
- International driving licence
- Medication
- Plug adapter (mains voltage in Germany: 220 Volt)
- A few euros in small cash for the first days and a credit card

FIRST STEPS AT HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

1 DIRECTIONS TO HSD

The two campuses - Derendorf Campus and Golzheim Campus - of Hochschule Düsseldorf - University of Applied Sciences can be easily reached from Düsseldorf Central Station with local public transport.

For Derendorf Campus, take the S1, S6 or S11 train (in the direction of *Flughafen/Eszen Hauptbahnhof*) and alight at *S-Bahnhof Derendorf*. Walk up the stairs and bear right. The campus is just a few hundred metres away (you will see the silver buildings). Another option is to take the No. 704 tram (in the direction of *D-Merziger Str.*) and alight at *Rather Str./Hochschule HSD* and then bear left. The entrance to the campus is about 50 metres further on.

For Golzheim Campus, take the U78 tram (in the direction of the Esprit Arena) or the U79 (in the direction of *Duisburg-Meiderich*) and alight after about 8 minutes at *Golzheimer Platz*. From there, walk across *Karl-Arnold-Platz* and then bear left into *Josef-Gockeln-Straße*. After a few metres you will see the main entrance of Hochschule Düsseldorf - University of Applied Sciences on your right.

From Derendorf Campus to Golzheim Campus, take the No. 834 bus on *Münsterstraße* to the *Rather Str./ Hochschule HSD* station (in the direction of *D-Belsenplatz*) and alight at *D-Theodor-Heuss-Brücke*. From there, walk down the steps next to the bridge to *Kaiserswerther Straße* (in the direction of *Golzheimer Platz*). After about 100-200 metres, bear left into *Georg-Glock-Straße*. After a few metres, bear right into *Josef-Gockeln-Straße*. The main entrance to Hochschule Düsseldorf's Golzheim Campus is on your left.

The first faculties and administration have moved to Derendorf Campus at the start of the 2016 summer semester.

**The new address is:
Hochschule Düsseldorf -
University of Applied Sciences
Münsterstr. 156
D-40476 Düsseldorf**

2 ENROLMENT PROCEDURE FOR STUDENTS AT HSD

In order officially to become a student of Hochschule Düsseldorf - University of Applied Sciences, you must enrol at the University, i.e. you must officially accept the place offered to you as the offer can otherwise be withdrawn and the place will then be awarded to another applicant. Together with your Letter of Acceptance or with your enrolment documents, you will receive details of the date when you should enrol and which documents are required. This notification will include a closing date by which you must have enrolled. This closing date will not be extended.

You can either present your enrolment documents in person or authorize a friend or acquaintance to submit your documents on your behalf. Information about whom to contact and office hours can be found under the following link:

 www.hs-duesseldorf.de/currentstudents - Support & Advice - Student Affairs Offices

You may also send your documents by post, but please ensure that these arrive at the Student Affairs Office in good time. The date on which the University receives your documents counts - not the postmark!

Please send your documents to:

Hochschule Düsseldorf - University of Applied Sciences
Münsterstr. 156
D-40476 Düsseldorf

If you did not submit the certificate from your practical placement or your German language certificate when you applied to the University, you must present an officially translated and authenticated copy when you enrol.

Once you have successfully enrolled, you will receive your student ID card and your travel pass.

FIRST STEPS AT HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

3 STUDENT ID CARD AND TRAVEL PASS

The student ID card is an important document for all students enrolled at the University and you should keep it with you at all times. The ID card is at the same time your travel pass, which is funded from your semester fee. The travel pass entitles you to use all public transport services in the whole of Düsseldorf free of charge. It is even valid throughout all North Rhine-Westphalia on all regional trains and public transport in towns and cities. It cannot be used on long-distance trains (Intercity, Intercity Express) or night trains.

Within the area serviced by the VRR Regional Transport Authority (VRR - Verkehrsverbund Rhein Ruhr), you can also take a second person with you on your travel pass free of charge on weekdays after 7:00 p.m. and all day at the weekend and on public holidays (children under six years of age always travel free). In addition, you can take your bicycle with you free of charge at times specified by the VRR. The travel pass is only valid in conjunction with valid photo ID or your passport.

In addition, your student ID card entitles you to certain concessions at cultural amenities such as museums, cinemas or theatres. Further information is available under:

 www.studenten-nrw-ticket.de (in German only)

4 SEMESTER FEE

The state-run universities in North Rhine-Westphalia do not charge tuition fees either for German or international students. Tuition fees should not, however, be confused with the compulsory semester fee which is payable each semester. It is about € 280 per semester and can increase each semester by a few euros. The semester fee comprises contributions for Düsseldorf Student Services, the Students' Union and the travel pass. Only once the semester fee has been paid can the student ID card and the travel pass be issued. The correct semester fee must be paid into the University's account prior to the start of each semester when you re-register.

**Bank account of Hochschule Düsseldorf -
University of Applied Sciences:**

Account holder: Hochschule Düsseldorf -
University of Applied Sciences

Bank: helaba (Landesbank Hessen/Thüringen)

IBAN: DE32 3005 0000 0004 0019 13

BIC/SWIFT: WELADED

Please state your name and enrolment number in the
"Reference" field.

5 SEMESTERZEITEN

2016/2017 winter semester

Lecture period	19.09.2016 - 03.02.2017
Exam period	Mid January to mid February
Lecture-free period	06.02.2017 - 31.03.2017

2017 summer semester

Lecture period	03.04.2017 - 28.07.2017
Exam period	End of June to mid July
Lecture-free period	31.07.2017 - 29.09.2018

The examination period begins at very different times depending on the individual faculty and in some cases also even before the official end of the lecture-free period. The official dates for the examination period are published in the course of the semester.

FIRST STEPS AT HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

6 RE-REGISTRATION

Enrolment is always only valid for one semester. As an international student who will stay at Hochschule Düsseldorf - University of Applied Sciences for longer than one semester, you must re-register by paying the semester fee again into the University's account. Please state your enrolment number.

The closing dates for re-registration each year are in the following periods:

Summer semester **01.01. - 31.01.**

Winter semester **01.06. - 30.06.**

Further information as well as the current fee for re-registration for the following semester can be found on the University's website under:

○ www.hs-duesseldorf.de/currentstudents - Academic & Administrative Affairs - Re-registration

7 FINANCIAL SUPPORT

1. The German Embassy/Consulate and the regional offices of the German Academic Exchange Service (DAAD - Deutscher Akademischer Austauschdienst) in your home country can advise about scholarships, so that you can enquire before you depart about what opportunities are available.

2. The DAAD offer scholarships for advanced-level students and graduates:

○ www.daad.de - *Information for Foreigners - Finding Scholarships*

3. Business-related organizations, foundations and organizations for the promotion of young talent also offer scholarships for international students. The conditions (criteria, duration of funding, etc.) however vary, so please enquire directly at the respective institution. Further information can also be found under:

○ www.hs-duesseldorf.de/currentstudents - *Student Life - Scholarships - Other Scholarships*

4. HSD assists international full-time students who will complete their studies within a year with a Completion of Studies Grant, so that they can focus more on writing their thesis and less on earning a living. Further information is available under the following link:

○ www.hs-duesseldorf.de/currentstudents - *Student Life - Scholarships - Completion of Studies Grant*

5. Each year, the German Academic Exchange Service (DAAD - Deutscher Akademischer Austauschdienst) makes available funds from the Federal Foreign Office for the DAAD Prize for excellent achievements by international students at German universities. Hochschule Düsseldorf - University of Applied Sciences applies to the DAAD every year for this funding. The award is fixed at € 1,000. The aim of prize is to acknowledge international students who have excelled through outstanding academic achievements and dedication in a social or political field or through their contribution to the University.

○ www.hs-duesseldorf.de/currentstudents - *Student Life - Scholarships - DAAD Prize*



The new campus of Hochschule Düsseldorf - University of Applied Sciences

FIRST STEPS AT HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

Federal Education Assistance Act

The Federal Education Assistance Act (BAföG - Bundesausbildungsförderungsgesetz) is a state programme for the financial support of German students' education. It is a combination of interest-free credit and a grant which does not have to be re-paid. International students are only eligible for such funding in isolated cases. Detailed information can be obtained from the Educational Assistance Office (Amt für Ausbildungsförderung).

○ www.bafög.de (in German only)

Further details can also be obtained from Düsseldorf Student Services, Educational Finance Department.

○ www.stw-d.de - Financing

Education loans

In exceptional cases, international students have access to education loans granted by the Federal Ministry of Education and Research. You can find further information under:

○ www.bildungskredit.de (in German only)

In individual cases, it is possible to apply for a housing allowance or special subsidies for low-income students. Please contact the Student Welfare Office for more information.

○ sozialberatung@studentenwerk-duesseldorf.de



“View of the Rhine Tower” by Yuliana Atakishieva, Media Engineering student at HSD, 2nd place in the International Office’s 2013 photography competition

ON CAMPUS

1 MENTORING PROGRAMME (IMPACT) & WELCOME PACKAGE

We would like to make the start of your studies at our University as easy as possible for you. Especially in the early days, you will be confronted with a number of challenges which might leave you confused. For this reason, the International Office has set up its International Mentoring Programme (IMPact) to assist international full-time students. The mentors we place at your disposal are there to help you find your feet at Hochschule Düsseldorf - University of Applied Sciences. They too are students at the University and know from their own experience the situation you are facing at the start.

They will help you at the outset and refer you to the right address if you require any special advice or assistance. In addition, we have put together a Welcome Package for you with lots of interesting and important information about the University, the City of Düsseldorf and other partners of our University. We will introduce you to your mentor when you collect your Welcome Package from the International Office. Important information can also be found under the following link:

 www.hs-duesseldorf.de/currentstudents - Student Life - Mentoring Programme


2 ADVISORY SERVICE

If, as an already enrolled international full-time student, you have questions for example about changing programme, financing your studies or part-time employment, the team of the International Office is happy to help you. We offer advice both in person and by telephone. Either just drop by the International Office during office hours or make an appointment.

International Office / Advisory Service for International Students

Derendorf Campus
Münsterstr. 156, Building 2, 1st floor
+49 211 4351-8140
advisoryservice.io@hs-duesseldorf.de

Office hours:
Mon, Tue & Thu: 9:00 - 12:00
Wed: 13:30 - 17:00
and by arrangement

 www.hs-duesseldorf.de/currentstudents - Contact and Advice - International Office



“Fest der Kulturen” Get-Together Event. Photograph by Mara Meyer

ON CAMPUS

3 STUDENT AFFAIRS OFFICE

Four Student Affairs Offices have been set up at HSD: The Student Affairs Office for Design (Faculty of Architecture and Faculty of Design), the Student Affairs Office for Engineering Sciences (Faculty of Electrical Engineering and Information Technology, Faculty of Mechanical and Process Engineering, Faculty of Media), the Student Affairs Office for Social Sciences and Cultural Studies and the Student Affairs Office for Business Studies. The offices are the result of merging the former Enrolment Offices and the Examination Secretariats. They can help with all your questions related to studying - from enrolment, re-registration, change of address to registering for examinations.

○ www.hs-duesseldorf.de/currentstudents - Contact and Advice - Student Affairs Offices

4 PSYCHOLOGICAL COUNSELLING

The Psychological Counselling Service arranges individual appointments which are free of charge for HSD students. The counsellors are sworn to secrecy. Possible issues: Start of studies, dropping out, learning

disorders, exam nerves, fear of public speaking, time management, personal relationships, motivation, self-esteem, stress, depression, anxiety, psychosomatic problems or a need for therapy.

Appointments with counsellors are made by email: info.psb@hs-duesseldorf.de

Further information is available on the website:

○ www.hs-duesseldorf.de/currentstudents - Contact and Advice - Psychological Counselling Service

5 CAMPUS IT & INTERNET / E-MAIL

Campus IT provides all students at Hochschule Düsseldorf - University of Applied Sciences with basic email and internet services. Rooms, courses, media workstations, equipment, reasonably priced manuals and printing and plotting facilities are also available. You will be given a form when you enrol which you need to complete in order to be able to use the internet at the University. You will then be assigned a user identifier and a password.

To use the internet in the student halls of residence you need to contact Düsseldorf Student Services.

- www.hs-duesseldorf.de/currentstudents - *Contact and Advice - Campus IT*

6 UNIVERSITY AND STATE LIBRARY

Hochschule Düsseldorf - University of Applied Sciences has at its disposal two specialist libraries (architecture/design, engineering/social affairs/economics) located on the two campuses. The main library moved to Derendorf Campus, whereas the library for architecture and design will remain on Golzheim Campus until the end of 2017. In addition, all students of Hochschule Düsseldorf - University of Applied Sciences may use the large University and State Library on the campus of Heinrich Heine University Düsseldorf. Separate registration is required. To learn how to search for books and other sources, students can book a guided tour in the respective library.

Opening hours and further information is available on the website:

- www.hs-duesseldorf.de/currentstudents - *Contact and Advice - Libraries*
- www.ulb.hhu.de

In addition, students can use the computers available in the libraries. To use them, you must register beforehand as a user in the respective library.

7 CAREER SERVICE

The Career Service at Hochschule Düsseldorf - University of Applied Sciences helps students in the transition from university to career. Whether internship, side job or career start, the Career Service gives students and graduates professional feedback to help them with their applications.

- www.hs-duesseldorf.de/currentstudents - *Contact and Advice - Career Service*

ON CAMPUS

8 CENTER FOR TRAINING AND COMPETENCE DEVELOPMENT

The Center for Training and Competence Development (ZWEK - Zentrum für Weiterbildung und Kompetenzentwicklung) supports students throughout their studies with its free, cross-disciplinary training courses. Training topics include: Learning and work techniques, communication and presentation, media skills, intercultural training, tutoring, foreign languages and coaching in academic writing and study for individuals and small groups.

🕒 www.hs-duesseldorf.de/currentstudents - *Contact and Advice - Center for Training and Competence Development*

9 EXTRACURRICULAR EVENTS AND COURSES

To give you the best possible help in making a success of your studies, the International Office regularly organizes events, workshops, lectures and courses, for example German courses for advanced-level students, the workshop “The Challenges of Studying in

Germany”, the lecture “Principles of the Law on Foreign Nationals”, application training for international full-time students. This portfolio is continuously growing. Further information can be found on the International Office's website.

🕒 www.hs-duesseldorf.de/currentstudents - *Student Life - Semester Calendar & Events*

10 CANTEEN

True to the saying that “An empty belly does not study gladly”, Düsseldorf Student Services runs two canteens (Mensa) on Derendorf Campus and Golzheim Campus which provide reasonably priced meals. Apart from the two canteens, there are numerous cafeterias on both campuses with a range of hot and cold beverages, snacks and small hot meals. One of the first things all students should do on arrival in Düsseldorf is obtain a MensaCard. This can be topped up with cash and used to pay at any checkout in the canteens or cafeterias. The MensaCard also entitles you to considerable discounts. You can purchase the MensaCard at any checkout in the cafeterias or canteens.

🕒 www.stw-d.de - *Gastronomy*



The new campus of Hochschule Düsseldorf - University of Applied Sciences. Photograph by Tobias Vollmer

ON CAMPUS

11 STUDENTS' UNION

The Students' Union (AStA - Allgemeiner Studierendenausschuss) is the students' representative body at Hochschule Düsseldorf - University of Applied Sciences. It is, as it were, the student "government" which campaigns for students' rights and is elected for a term of one year by the Student Parliament. The Students' Union's activities are divided into various offices. There is the International Students Office, the Intercultural Office, the Arts and Culture Office and many more besides. More information about the individual offices can be found on the website. The Students' Union always has a sympathetic ear for students' problems and questions. Current information is available under:

🕒 www.hs-duesseldorf.de/currentstudents - Contact and Advice - Students' Union

A lawyer is available once a month on Golzheim Campus to answer any legal questions. To obtain free advice, students can arrange an appointment via the Students' Union.

12 FACULTY STUDENT COMMITTEES

The Faculty Student Committees represent students' interests in the individual faculties. They are the first point of contact for all study-related issues. They take care of applicants during the aptitude tests in the Architecture and Design faculties and look after new students during Induction Week and the further course of their studies.

🕒 www.hs-duesseldorf.de/currentstudents - Contact and Advice - Faculty Student Committees

13 CAFÉ INTERNATIONAL

Café International is part of the Students' Union. It centres on intercultural dialogue and exchange between international and German students. An Opening Party is thrown at the beginning of the semester. The Country Evenings, at which different countries and their cultures are presented, follow during the course of the semester. Artists, musicians or writers from the specific country are invited to the events. Whether a reading, a concert or an exhibition - this is the best way to get to know a country's colourful culture! In addition, students report



“Fest der Kulturen“ Get-Together Event. Photograph by Mara Meyer

ON CAMPUS

on their experience in the country during their stay there. The evenings all take place in Café Freiraum on the University's Golzheim Campus. Current events are posted on the websites of Café International and the International Office.

○ www.cafeinternational.eu

14 SPRACHCAFÉ MONDIAL

Sprachcafé mOndial has been running once a week for a few semesters now. Anyone who wants to experience languages in conjunction with games, prizes and music can join in. Sprachcafé mOndial meets in Café Freiraum on the University's Golzheim Campus.

Information about dates during the semester is published on the International Office's website:

○ www.hs-duesseldorf.de/currentstudents - *Student Life - Semester Calendar & Events*

15 SPORT AT HSD

A broad range of different types of sport is available to all students. Exercise is not just a good balance to daily brainwork at the University, it is also an opportunity to get to know new people outside the lecture theatre. The University's sports programme offers everything that the sport enthusiast's heart desires - from football to tennis and sailing! And the best thing is that almost all types of sport are free of charge! All you need to do is present your student ID card.

As the programme changes each year, please enquire directly at the Sports Office or take a look on the internet under:

○ <http://www.hs-duesseldorf.de/hochschule/hochschulleben/freizeit/Seiten/sport.aspx> - *University Sports (in German only)*

16 JAZZ CHOIR OF HOCHSCHULE DÜSSELDORF, UNIVERSITY CHOIR AND ORCHESTRA

The jazz choir of Hochschule Düsseldorf is called Jazzappeal. Anybody is welcome to join the choir. Rehearsals take place in the faculty of Social Sciences and Cultural Studies.

Further information about rehearsals, concert tours etc. can be found on the following website:

○ <http://www.jazzappeal-duesseldorf.de>

UNICHOR, the university choir, is a group of young people at Heinrich Heine University Düsseldorf who love singing. Anyone can join in, even without much experience of singing in a choir. What matters is that you enjoy singing and are willing to take part regularly in rehearsals. Students of Hochschule Düsseldorf - University of Applied Sciences are welcome too. Since 1987 there is also the University Orchestra of Heinrich Heine University Düsseldorf. Both the choir and the orchestra are glad to welcome music fans as new members.

Further information about rehearsals, concert tours etc. can be found on the following websites:

○ www.unichor.hhu.de

○ www.uniorchester.hhu.de

17 BIG BAND OF HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES

Thanks to its many performances both at the University and outside venues, the HSD Big Band is renowned well beyond the borders of Düsseldorf.

○ www.hs-duesseldorf.de - Hochschule -
Hochschulleben - Freizeitangebote - Big Band
(in German only)

LIFE IN DÜSSELDORF

1 LIVING COSTS

Your monthly expenses partly depend on your lifestyle. The largest part of a student's monthly expenses is the rent. It normally equates to about a third of total living costs. At the start of your stay in Düsseldorf, you will incur various costs for services provided by local authorities and for your studies at the University, e.g. rent deposit, semester fee and health insurance. That is why it is important that you have sufficient money in the form of credit cards and cash available in the first week. The semester fee must either be paid in advance by bank transfer or paid into the University's account at Sparkasse Düsseldorf when you enrol.

On what do German students spend their money?

Monthly costs:

Rent	€ 298
Subsistence	€ 165
Clothes	€ 52
Learning materials	€ 30
Car and/or public transport	€ 82
Health insurance, doctors' fees, medication	€ 66
Communication (telephone, internet, etc.)	€ 33
Leisure, culture, sport	€ 68
Total	€ 794

Source: 20th Social Survey, German National Association for Student Affairs, 2012



The Rhine Promenade. Photograph by Sandra Winter

LIFE IN DÜSSELDORF

2 PART-TIME EMPLOYMENT

The legal provisions regarding how long international students are allowed to work, provided they are in possession of a residence permit in accordance with §16 of the Residence Act, differ depending on the country of origin. For international students from EU Member States the same rules apply as for German students. You should not, however, work longer than 20 hours per week, as social security contributions are otherwise due, such as pension insurance contributions. Students from non-EU countries may not work for more than 120 full days or 240 half days per year. As soon as international students have exhausted this quota of 120 approval-free days they require a permit from the Federal Employment Agency (Agentur für Arbeit) and the Municipal Immigration Office. If you take up employment as a Research Assistant or Student Assistant at a university or other academic institution, you may work for more than 120 full days. You must, however, inform the Municipal Immigration Office in this case too. To take up employment you require a tax number which can be obtained free of charge from a Residents' Registration Office in Düsseldorf. You also need a national insurance card for which you can apply at your health insurer. The DAAD has put together a

fact sheet with further information about the labour laws which apply for international students:

○ www.daad.de - *Information for Foreigners*

○ www.daad.de/medien/deutschland/stipendien/formulare/info_entry_and_residence.pdf

You can look for work in local daily newspapers and on the noticeboards at the University. In addition, an overview of job opportunities can be found on the following websites:

○ www.hs-duesseldorf.de/studium/beratung_und_kontakt/career_service/jobs_und_praktika

○ www.monster.de (*in German only*)

○ www.stepstone.de

Internships

Many students in Germany gather professional experience and establish contacts in the framework of internships. In legal terms, an internship counts as regular work, even if it is unpaid. In the case of international students who are only permitted to work for 120 full days per year, each day of an internship is deducted from this quota. If you have already worked for 120 days in the year in question, you must obtain the approval of the Federal Employment Agency (Agentur für Arbeit) or the Municipal Immigration Office.

If, however, the internship is compulsory, prescribed in the study regulations and verifiably essential to achieving study goals, then it is not deducted from the 120 full days. You do not need to obtain approval, but should nevertheless notify the Municipal Immigration Office.

○ www.jobsuche-leichtgemacht.de *(in German only)*

3 DOCTORS, PHARMACIES & EMERGENCY NUMBERS

You should always take your insurance card with you if you need medical treatment. Addresses of doctors in Düsseldorf can be found on the website of the North-Rhine Association of Statutory Health Insurance Physicians (Kassenärztliche Vereinigung Nordrhein):

○ www.kvno.de *(in German only)*

For emergencies, all the hospitals near you and directions on how best to get there are listed under:

○ www.weiße-liste.de/de/krankenhaus/krankenhaussuche/

Pharmacies

There are lots of pharmacies all over Düsseldorf. The sign is mostly a large red letter “A”. Pharmacies in Germany also operate an emergency service at night and at the weekend. A plan of which pharmacies are on emergency duty is displayed in the pharmacies or can be found on the internet:

○ www.aponet.de *(in German only)*

LIFE IN DÜSSELDORF

Important emergency telephone numbers

Ambulance/fire:	112
Police:	110

Emergency duty

Doctors:	01805-04 41 00
Dentists:	01805-98 67 00
Pharmacies:	93 88 88
Locksmith:	0800 88 11 88 3

4 POST OFFICE, TELEPHONE AND COMMUNICATION

Please ask at the post office if you have a question about sending letters or parcels. There is a large number of post offices in Düsseldorf.

🌐 www.standorte.deutschepost.de (in German only)

There are many telecommunication service providers (landline, cell phone, internet connection) which offer various tariffs and a choice of pre-paid cards and different types of contract. Please pay particular attention to the term of the contract!

If you want to use the internet at home as well, you can apply for a DSL connection. Here too you should compare the prices for the equipment you will require. Comparing providers is worthwhile in order to ensure you obtain the best rates and services.

IMPORTANT: New television and radio licence fees were introduced in 2013. One flat-rate sum of € 17.98 Euro per month per household is now payable for all appliances (TV, radio, internet, cell phone). Exemptions are only possible in exceptional cases, for example for students and apprentices who receive a grant under the Federal Education Assistance Act. It does not matter how many appliances are in use per household. People in shared accommodation profit from this new fee: Regardless of how many people live there, the fee is only due once.

Further information including instructions on how to apply for exemption or a rebate can be found on the website:

🌐 www.rundfunkbeitrag.de (in German only)

5 TRANSPORT AND TRAFFIC

Public transport infrastructure in Germany is excellent. Most destinations can be easily reached with German Rail (Deutsche Bahn), suburban trains, buses, trams and the underground. German Rail connects all major cities and most small towns.

Düsseldorf has a fast and extensive public transport network. With your student ID card, which also counts as a travel pass, you can use all the buses and trains operated by the VRR Regional Transport Authority (VRR - Verkehrsverbund Rhein-Ruhr) as well as German Rail's regional trains within North Rhine-Westphalia. VRR and German Rail timetables and connections can be found on the internet.

○ www.vrr.de

○ www.bahn.de

Trains

For longer journeys across Germany or abroad we recommend that you take the train or coach. As the largest rail company, German Rail offers considerable savings. Please enquire directly at German Rail.

Particularly cheap and popular amongst students is, for example, the Schönes-Wochenende-Ticket for five people which can be used at the weekend. Detailed information can be found under:

○ www.bahn.de - offers

TIP: In case you need a separate ticket, you can book it online or purchase it from a machine or at the counter at the station. In local and suburban trains, you must stamp your ticket before departure otherwise it is not valid. For longer journeys, it makes sense to reserve a seat, as some trains can be very full.

HKX express train

In addition to German Rail there is the HKX, an express train which links Hamburg and Cologne with only a few stops between. The HKX is an excellent alternative as it is not only very fast but also offers very cheap seats. Details can be found on the website and you can book there directly too.

○ www.hkx.de

LIFE IN DÜSSELDORF

Buses

If you prefer to travel through Germany and Europe by coach, then you might find the following websites interesting:

○ www.eurolines.de

○ www.busradar.com

○ www.flixbus.com

Car-sharing

Quick and cheap travel from A to B within Germany and abroad too. Drivers who have empty seats in their cars regularly register with car-sharing portals and offer them for a small charge. You can find a suitable route for your chosen journey under:

○ www.blablacar.de

Flights

Düsseldorf Airport

If you arrive at Düsseldorf Airport, you can take the free “SkyTrain” directly to the airport’s railway station.

A regular and frequent train service runs from there to Düsseldorf Central Station and takes only a few minutes. From “Düsseldorf Flughafen Terminal” (the underground railway station under the terminal) you can take the S11 straight to Düsseldorf Central Station. With some travel companies and airlines, your plane ticket also counts as your train ticket for your journey to and from the airport. Please ask your travel agent for further details.

Cologne-Bonn Airport

Cologne-Bonn Airport also has a direct rail link. Timetables and connections can be found on the internet. There is a direct connection to Düsseldorf Central Station by InterCity (ICE) which takes about 40 minutes or, alternatively, the cheaper regional express train (Regionalexpress) which takes about 55 minutes.

Frankfurt Airport

The airport in Frankfurt am Main has an excellent rail link which allows an onward journey to Düsseldorf by InterCity in less than 1.5 hours without changing.



“Rhine Meadow“ by Wen Zhang, Communications Design student at HSD, International Office’s 2016 photography competition

EXPERIENCE DÜSSELDORF! LEISURE AND CULTURE

Düsseldorf lies on the banks of the Rhine at the heart of the Rhine-Ruhr Metropolitan Region. The city has a population of about 620,000 and a lot to offer in the areas of art, culture and architecture. Its numerous museums, galleries and the Rhine Promenade attract countless visitors and local people. In terms of shopping, fun and entertainment too, Düsseldorf has much to offer and you should not miss it during your stay. As a student, you are entitled to concessions for some cultural events. General information about Düsseldorf can be found under:

○ www.duesseldorf.de/en

○ www.duesseldorf-tourismus.de

Information about events, sightseeing and tips about art, culture, parties, shopping, restaurants, etc. can be found, for example, on the following websites:

○ www.biograph.de (in German only)

○ www.meinestadt.de (in German only)

1 DÜSSELDORFCARD

The DüsseldorfCard is the cheapest and most comfortable way of getting to know the city. It gives you free or cheaper entry to museums, various sightseeing highlights and leisure amenities. You can also get a great discount at theatres and music venues. Or discover Düsseldorf from the Rhine. Together with your DüsseldorfCard, the Tourist Information Office will give you a welcome package with the Düsseldorf City Guide, the official calendar of events and a leaflet with details of current exhibitions. You can purchase a DüsseldorfCard for 24, 48 or 72 hours from Düsseldorf Marketing Tourismus GmbH and the ticket offices of the VRR Regional Transport Authority (VRR - Verkehrsverbund Rhein-Ruhr). Further information is available on the following website:

○ www.duesseldorf-tourismus.de



“Rhine Park” by Egor Sinditskiy, Business Administration student at HSD, participant in the International Office’s 2013 photography competition

EXPERIENCE DÜSSELDORF! LEISURE AND CULTURE

2 EVENTS

Düsseldorf is a modern city, yet it also observes centuries-old customs. Countless festivities, for example Carnival, are inextricably linked to Düsseldorf's traditions. The people of Düsseldorf would not be truly Rhenish if they didn't make use of every opportunity to celebrate. Dates of events in Düsseldorf and the surrounding area can be found under:

○ www.duesseldorf.de

○ www.duesseldorf-tourismus.de - Events

3 CINEMAS

Düsseldorf has lots of cinemas - from small cinemas for the connoisseur to multiplexes such as UFA or UCI. The small cinemas often show films on the same theme as other cultural events and in the original language. You can find a good overview of cinema programmes under:

○ www.biograph-online.de (in German only)

○ www.uci-kinowelt.de (in German only)

○ www.ufa-duesseldorf.de (in German only)

4 MUSEUMS

Düsseldorf has a rich museum landscape and a wide diversity of cultural amenities. In the countless museums you can admire not just classical paintings, but also contemporary and futuristic works of art as well as room installations and performance spaces. Below we have listed a few of the museums. Further information is otherwise available via the "Culture Navigator":

○ www.duesseldorf.de (in German only)

Kunstsammlung NRW K20/K21

The K20/K21 gallery houses modern and contemporary art. From paintings to sculptures to performance art and room installations - the collection is very broad. Interested? Then just follow the link below:

○ www.kunstsammlung.de

Museum Kunstpalast

Discover three centuries of art from the beginnings of the Medici collection from the 18th century to contemporary works of art. The Kunstpalast in the Ehrenhof complex near the Rhine today houses over 100,000 items: Paintings, sculptures, drawings, graphic artwork, photographs, artisan exhibits and glass objects. Information about current exhibitions is available under the following link:

○ www.skmp.de

KIT - „Kunst im Tunnel“

KIT (The Art Tunnel) was established in 2007 as a spectacular meeting place for lovers of contemporary art. Events take place underground in a space between the two road tunnels under the Rhine Promenade. More details can be found under:

○ www.kunst-im-tunnel.de

Kunstakademie - Rundgang

At the end of each winter semester, an annual exhibition is staged by the students of the Academy of Art. The Academy throws open its doors and visitors of all age groups flock through the corridors to admire the

students' work. To find out more about the Academy's open days, please go to the following link:

○ www.kunstakademie.de (in German only)

TIP: NRW-Forum Düsseldorf, part of the Ehrenhof complex, is one of Düsseldorf's cultural highlights and unites all types of art and culture. The exhibitions staged at NRW-Forum Düsseldorf, which spotlight photography, design, fashion and advertising, attract a younger audience. The museum's café is an inviting spot to pass away the time. On Fridays, NRW-Forum Düsseldorf is open till midnight and from 8:00 p.m. onwards there is a guided tour (in German) which is free of charge. Current information is available under the following link:

○ www.nrw-forum.de

Parties, clubs, bars and pubs

In Germany and around the globe, Düsseldorf's Old Town is referred to as the "longest bar in the world". The reason for this is the countless bars and pubs with something to match everyone's taste. Feel free to ask other students what they recommend - they are mostly in the know.

EXPERIENCE DÜSSELDORF! LEISURE AND CULTURE

TIP: PRINZ, a lifestyle magazine, is an interesting and entertaining source of information. The magazine appears in all major German cities and provides up-to-date news and tips about the hippest gigs, parties, festivals and films as well as being a great shopping and location guide for young people. PRINZ is available free of charge from all kiosks as well as online.

🌐 www.duesseldorf.prinz.de (in German only)

5 FLEA MARKETS

Flea markets are a good place to buy cheap second-hand or sometimes new things which are ideal for a short stay and which you can give away or even throw away once you have finished your studies. Flea markets, where you can find all manner of things, take place regularly in Düsseldorf. Further information is available under:

🌐 www.meinestadt.de (in German only)

TIP: One of Düsseldorf's nicest flea markets takes place each Saturday at Achener Platz. Details under:

🌐 www.troedelmarktaachenerplatz.de (in German only)

6 BOOKSHOPS

There are lots of good bookshops in Düsseldorf. An important bookshop above all for design and media is "Buchhandlung König", which you will find in the Old Town.

Buchhandlung König GmbH

Grabbeplatz 4
40213 Düsseldorf
T +49 211 13621-0

Mayersche Buchhandlung

Königsallee 18
40212 Düsseldorf

Heinrich-Heine Buchhandlung

Bolkerstraße 53
40213 Düsseldorf

Other bookshops in Düsseldorf can be found under:

🌐 www.branchen-duesseldorf.de (in German only)



"The Book Sale by the Rhine" by Juyeong An, Communication Design student at HSD, 3rd place in the International Office's 2015 photography competition

GOOD TO KNOW...

1 EXTERNAL ADVICE

Düsseldorf Student Services

Düsseldorf Student Services (Studierendenwerk Düsseldorf) is responsible for students' wellbeing. It runs canteens, halls of residence, grants offices, as well as an accommodation service (rooms, apartments) and counselling centres.

The Student Welfare Office offers personal counselling in difficult situations and is also there to help international students. It complements the already existing advisory services at the universities and works closely together with them.

🌐 www.stw-d.de - Advice

Düsseldorf Student Services also organizes a wide variety of events to promote and encourage international and cultural exchange.

🌐 www.stw-d.de - International Affairs

Student Congregations (Studentische Kirchengemeinden)

There are two student congregations in Düsseldorf: Düsseldorf Catholic University Community (KHG - Katholische Hochschulgemeinde Düsseldorf) and Düsseldorf Protestant Student Community (ESG - Evangelische Studierenden-Gemeinde Düsseldorf). They offer advice and assistance, church services, help with studying and leisure activities. Both communities offer international students of all confessions support in finding funding and - if possible - with applying for scholarships and grants. The communities also put students in touch with the right contacts if they have personal problems or find themselves in a difficult situation. In special circumstances (e.g. prior to exams), the Düsseldorf Protestant Student Community also offers financial aid for international students from developing countries.

Düsseldorf Catholic University Community (KHG - Katholische Hochschulgemeinde Düsseldorf:

🌐 www.khg-duesseldorf.de (in German only)

Evangelische Studierenden-Gemeinde (ESG):

○ www.esg-duesseldorf.de (in German only)

Quiet Room

Two years ago, the Quiet Room was set up on Golzheim Campus. It is a place for tranquillity, reflection and contemplation and is open to all students. The retreat can also be used for religious purposes, for example for prayer.

AEGEE - The European Students' Forum in Düsseldorf

AEGEE is the acronym for "Association des États Généraux des Étudiants de l'Europe" (European Students' Forum). The organization was founded at a student convention in Paris in 1985 and is one of Europe's largest interdisciplinary student organizations. It represents the idea of a united Europe and has over 13.000 members from 40 European countries in all academic fields. AEGEE organizes congresses and seminars on a broad variety of topics from culture, business and politics, and stages excursions, parties, visits and tours, pub crawls and much more besides. There has been a local AEGEE group in Düsseldorf since 2009. It is a recognized non-profit association

which holds a Meet & Mingle every second Monday in the month at 6:00 p.m. in "Scotti's" restaurant.

○ www.aegEE-duesseldorf.eu

OTTO BENECKE FOUNDATION

The Otto Benecke Foundation (OBS - Otto Benecke Stiftung e.V.) is a charitable organization which acts on behalf of various ministries and organizations. Students employed by the foundation help international students by providing information and advice on general issues related to studying. The foundation supports students both prior to and during their studies through language courses, seminars and internships.

○ www.obs-ev.de

GOOD TO KNOW...

2 GOOD TO KNOW

Ready cash

In Germany, smaller amounts are usually paid in cash. It therefore makes sense to have some cash to hand for your initial purchases. Paying by bank debit card (EC/Maestro card) is also easy. You can apply for such a card when you open a German or international bank account.

Electricity

In Germany, electrical appliances run on 220-230V. Alternating current has a frequency of 50 Hertz. To use a plug socket, you need a two-pole plug with round pins or a Europlug. Other connections require an adapter.

Returnable bottles

In Germany, most plastic bottles are returnable, with a deposit of € 0.15 or € 0.25 per bottle. You can take your empty bottles back to any supermarket. To get your deposit back, hand the cashier the receipt from the machine.

Weather

Unfortunately, there is no guarantee for good dry weather in Germany. Instead, the weather is rather moderate and it can be rainy and only about 21°C in the summer too. Autumn and winter are mostly wet, stormy and cold so make sure you have some warm clothes.



“The Rhine” by Rimmer Maayan, Communication Design exchange student at HSD, participant in the International Office’s 2014 photography competition

UNIVERSITY GLOSSARY

In this section, terms are explained which you will hear again and again at the University, since they are typical in higher education.

Akademisches Jahr - Academic year

In Germany, the academic year is usually divided into a winter semester and a summer semester. The winter semester begins on the 1st of September and ends on the 28th of February. The summer semester commences on the 1st of March and finishes on the 31st of August of a given year.

AStA (Allgemeiner Studierendenausschuss) - Students' Union

The Students' Union is the students' representative body at Hochschule Düsseldorf - University of Applied Sciences. It is, as it were, the student "government" which campaigns for students' rights and is elected for a term of one year by the Student Parliament. The Students' Union always has a sympathetic ear for students' problems and questions.

Aushang - Noticeboard

Announcements, notices and important information about syllabuses, rooms, dates, grades, examinations etc. are continuously updated and displayed temporarily on the faculty and library noticeboards as well as on

those belonging to university administration and university management. The faculty noticeboards are also available online.

BAföG - Federal Education Assistance Act

The Federal Education Assistance Act is a state programme for the financial support of German students' education. It is a combination of interest-free credit and a grant which does not have to be re-paid. International students are only eligible for this financial assistance in isolated cases. Details can be obtained from the Educational Assistance Office (Amt für Ausbildungsförderung) at Düsseldorf Student Services.

Beglaubigung - Authentication

Confirmation with an official seal by an authority (e.g. notary, Residents' Registration Office etc.) that a photocopy matches the original document.

Campus

The university grounds are known as the "campus". The campus of Hochschule Düsseldorf - University of Applied Sciences is divided into two sites, i.e. Golzheim Campus and Derendorf Campus.

Golzheim Campus: Georg-Glock-Str. 15 & Josef-Gockeln-Str. 9, 40474 Düsseldorf

Derendorf Campus: Münsterstr. 156, 40476 Düsseldorf

Credit Point (ECTS)

For each study achievement, a Bachelor/Masters student is awarded not only a grade but also points. A point - known as an ECTS credit - corresponds to an average workload of 30 hours (lectures, preparatory and follow-up work, exam preparation). Students should aim to attain 60 ECTS credits per year. This equates to a workload of 1,800 hours, which corresponds to full-time studies with about six weeks' vacation.

**DAAD (Deutscher Akademischer Austauschdienst)
- German Academic Exchange Service**

The German Academic Exchange Service is a joint facility of higher education institutions in Germany and acts as an intermediary organization in the area of foreign cultural, higher education and science policy as well as academic cooperation in the field of higher education. The DAAD supports the international relations of German higher education institutions through the exchange of students and researchers as well as international programmes and projects. The DAAD is also a source of broad and valuable information about studying and practical tips for living in Germany.

Dekan/Dekanin - Dean

A dean is a university lecturer elected as Head of Faculty by the professors in the respective faculty who represents the faculty at the university and is responsible for the implementation of its decisions. The dean is also responsible for ensuring that the syllabus is accurate and complete and for adherence to organizational procedures related to studies and examinations.

Dekanat - Dean's Office

A faculty's administrative unit.

Dozent/Dozentin - Lecturer

Teacher at a university.

Exmatrikulation - De-registration

De-registration is the procedure of a student de-registering from a university or ending his or her affiliation to the university. This leads immediately to loss of student status. De-registration takes place when a student changes university, ends or abandons his or her studies or is expelled by the university. Expulsion is a measure taken by a university, for example if a student fails to re-register or does not re-register properly or by due date.

UNIVERSITY GLOSSARY

Fachbereich (FB) - Faculty

Organizational unit at the University composed of a number of study programmes in related subjects. Professors, research associates and students are all members of the faculty. Hochschule Düsseldorf - University of Applied Sciences has seven faculties.

Fachschaft (FS) - Faculty Student Committee

The Faculty Student Committees represent students' interests in the individual faculties. They are the first point of contact for all study-related issues. They take care of applicants during the aptitude tests (Architecture and Design faculties) and look after new students during Induction Week and the further course of their studies.

Fachsemester - Subject-related semester

Subject-related semesters are all semesters completed in a specific study programme in order to sit the final university examination (Bachelor examination etc.). Semesters spent on leave of absence do not count here. Subject-related semesters can - but do not necessarily - equate to university semesters, as university semesters are not bound to a specific discipline. If a student changes to another study programme, the counting for study semesters starts again at 1, but for the university semesters counting continues.

Hochschulsemester - University semester

University semesters are all semesters for which a student is or was enrolled at a German university. University semesters therefore include all subject-related semesters spent on a specific study programme as well as the semesters spent on another study programme if the student changed programmes. Also included are semesters spent on leave of absence as well as semesters completed in the framework of a second degree.

Hochschulsport - University sport

The University offers students and staff sports facilities and the opportunity to practise many different types of sport under the guidance of professional trainers. In some cases there is a small charge or fee.

Hochschulzugangsberechtigung (HZB) - Higher Education Entrance Qualification

The Higher Education Entrance Qualification is the combination of a school-leaving certificate together with perhaps other certificates which entitle an applicant to study in Germany.

International Office (IO)

The International Office is the first point of contact at a university for all questions related to studying abroad, international cooperation at university level and international

exchange of researchers. The International Office takes care of mobility programmes and university partnerships. It also provides information about opportunities to study abroad, exchange programmes and international scholarships and an advisory service for (prospective) students from abroad.

Immatrikulation - Enrolment

Official enrolment as a student for a study programme at a university. It takes place prior to starting studies after the “Application for Admission to Studies” has been submitted. Becoming a member of a university and sitting examinations are conditional on enrolment.

Kommilitone - Fellow student

Kommilitone (masculine) and Kommilitonin (feminine) are the Latin terms for fellow student.

Vorlesung Seminar Tutorium Modul - Lecture Seminar Tutorial Module

A lecture is a method of teaching where the subject matter is communicated by a professor in the form of a presentation. In a lecture, a large group of students listens to a lecturer who often provides lecture notes. A written test normally takes place at the end of the semester for which credits are awarded. The lecturer or individual students normally compile the lecture notes which resemble a text-

book in terms of style. Seminars allow for more in-depth study and can cover any topics related to the specific subject. By comparison to lectures, seminars feature more interaction between the seminar leader and the participants. Students work in smaller groups on the basis of exercises, discussion and papers compiled by the students themselves. Exercises or tutorials are independent classes in which content from seminars or lectures is put into practice or examined in greater depth under the guidance of an assistant. A module is a study unit which comprises several courses and is completed within a semester or academic year with an examination.

Matrikelnummer - Enrolment number

Upon enrolment, each student is allocated an enrolment number which is required for a wide variety of purposes and administrative procedures in everyday university life (e.g. registering for examinations, paying the semester fee). You will also find it on your student ID card, amongst others. The enrolment number can also be regarded as a student's individual “university identification number”.

Mensa & MensaCard - Canteen & MensaCard

Düsseldorf Student Services runs two canteens on Derendorf Campus and Golzheim Campus which provide reasonably priced meals. Apart from the two canteens, there is a cafeteria in Building 2 on Derendorf Campus

UNIVERSITY GLOSSARY

with a range of hot and cold beverages, snacks and small hot meals. One of the first things all students should do on arrival in Düsseldorf is obtain a MensaCard. This can be topped up with cash and used to pay at any checkout in the canteens or cafeterias. You can purchase the MensaCard at any checkout in the cafeterias or canteens run by Düsseldorf Student Services. The MensaCard is only issued upon presentation of a valid student ID card.

Prüfungen - Examinations

Each faculty has a Student Affairs Office. Amongst others, the Student Affairs Office is responsible for all questions related to examination procedures, e.g. registering for examinations, recognition of study achievements, issuing transcripts of records and certificates. The Examination Regulations are a binding legislative decree which govern the course of a study programme and the respective examinations. They specify the requirements for admission to an examination, dates and the examination achievements to be attained.

Rückmeldung - Re-registration

Re-registration means enrolling again for the following semester within a prescribed period. You re-register by paying the semester fee. A new student ID card with a travel pass for local public transport is then issued and sent by post. Re-registration for the summer semester:

1st to 31st of January (late re-registration: 1st to 28th of February / semester fee plus € 10 administration charge).
Re-registration for the winter semester: 1st to 30th of June (late re-registration: 1st to 31st of July).

Semester

A semester is half an academic year. The academic year is normally divided into a winter and a summer semester. A semester encompasses both the lecture period and the lecture-free period and is thus six months long.

Semesterbeitrag - Semester fee

The semester fee is a fixed sum which students must pay each semester to the University. The travel pass and a percentage of the services provided by Düsseldorf Student Services and the Students' Union are financed from the semester fee. The semester fee should not be confused with tuition fees, which do not exist at Hochschule Düsseldorf - University of Applied Sciences.

Studierendenwerk Düsseldorf - Düsseldorf Student Services

Düsseldorf Student Services is responsible for students' wellbeing. For example, it runs canteens, halls of residence, grants offices, as well as offering an accommodation service (rooms, apartments) and counselling centres.

Studienbüro - Student Affairs Office

The Student Affairs Offices are the result of merging the former Enrolment Offices and the Examination Secretariats. They assist with all matters related to studying – from enrolment, re-registration, change of address to registering for examinations. There are Student Affairs Offices for Design (faculties of Architecture and of Design), Engineering Sciences (faculties of Electrical Engineering and Information Technology, of Mechanical and Process Engineering and of Media), Social Sciences and Cultural Studies, and for Business Studies.

Studiengang - Study programme

A study programme is a course of studies in a specific subject which leads to a degree. Each degree (Bachelor and Masters) has its own Study and Examination Regulations. Study regulations govern the course and content of a study programme, depending on what is demanded in the examination regulations, and also include the admission requirements and details of any necessary additional qualifications.

Studierendenausweis - Student ID Card

New student ID cards are issued each semester. The card is proof of student status and at the same time valid as a travel pass for local public transport. Students must present their ID card above all when registering for exa-

minations and at the examinations themselves. You can also save money with your student ID card, as it grants you discounts at museums and swimming baths as well as for newspaper subscriptions, computer software, cell phone contracts and bank accounts.

SWS - Semester hours per week

SWS is the abbreviation for Semesterwochenstunden, i.e. semester hours per week. A SWS “hour” lasts 45 minutes. A course often lasts two such “hours”, i.e. 90 minutes.

Thesis

The final written paper in a Bachelor or Masters study programme is called a thesis.

UB or Bib - University Library

Abbreviation for University Library or library.

uni-assist

uni-assist e.V., the International Application Service for International Students, helps prospective students from abroad to apply for a university place in Germany. It assesses whether their certificates equate to German qualifications and entitle them for university entrance in Germany.

